

TRADOC ACQUISITION BULLETIN

TAB 02-001

Effective: 08 January 2002



Office of the Principal Assistant
Responsible for Contracting
Headquarters TRADOC, ATTN: ATBO-A
Fort Monroe, VA 23651-6070

TRADOC Acquisition Bulletins (TABs) are published by the Office of the TRADOC Principal Assistant Responsible for Contracting, under the provisions of AR 25-30, paragraphs 9-18 and 12-35. Bulletins provide official information of an advisory, informative, or directive nature. Comments should be directed to the TRADOC OPARC, ATTN: ATBO-ACP/Mary Paige, DSN 680-3508, CML (757) 788-3508, e-mail 'paigem@monroe.army.mil'.

Subject: TAB 02-001, Unauthorized Purchases or Misuse of the Government Purchase Card

1. TAB 02-001 grants authority to Directors of Contracting and provides information governing unauthorized purchases or misuse of the Government purchase card to include specific penalties for violations of purchase card policy/procedures.

2. Any cardholder who makes an unauthorized purchase or misuses the Government purchase card may be personally liable for the total dollar amount of the unauthorized purchase(s) made in connection with misuse or negligence. Cardholders may also be subject to administrative and/or disciplinary action for unauthorized use of the card. Cardholder's approving/certifying official will notify the appointing official upon determining that cardholder has misused the purchase card. Unauthorized use of the card and/or intentional violations of purchase card policy/procedures may result in the following administrative actions:

a. FIRST OFFENSE:

- Cardholder refresher training
- Individual training/counseling
- Warning letter from appointing official

b. SECOND OFFENSE:

- Card suspension for at least 30 days
- Cardholder refresher training
- Individual training/counseling
- Formal letter of suspension of card privileges

TAB 02-001 (continued)

c. THIRD OFFENSE:

- Cardholder relinquishes card to Agency/Organization Program Coordinator (A/OPC) for cancellation
- Formal letter of suspension/cancellation of card privileges
- Cardholder may no longer be a cardholder within the TRADOC Purchase Card Program

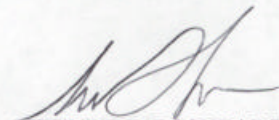
3. FRAUD/CRIMINAL VIOLATIONS: Cardholders suspected of any criminal or fraudulent use of the purchase card may be subject to investigation by the appropriate criminal investigative agency. If appropriate, cardholders determined to have committed a criminal or fraudulent act, may receive administrative, disciplinary, and/or criminal sanctions.

4. APPOINTING OFFICIAL AUTHORITY (DIRECTORS OF CONTRACTING): The appointing official for the purchase card program has the authority to suspend/cancel cardholder privileges in accordance with the above guidelines as deemed appropriate. The cardholder's supervisory chain of command has the authority and responsibility for taking any additional administrative or disciplinary actions against the cardholder. The appointing official also has the authority to take other actions that may be appropriate under the specific circumstances, such as requiring advance approval of cardholder purchases by the approving/certifying official.

5. This TAB will remain in effect until rescinded.

6. POC for this action is Elaine Pearson, DSN 680-2988, CML 757-788-2988, or e-mail 'pearsona@monroe.army.mil'.

FOR THE COMMANDER:



STEVEN R. BOSHEARS
Colonel, General Staff
Principal Assistant
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